



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

HUMAN RESOURCES COMMITTEE OUTCOMES

Report of the Chair of the Human Resources Committee

Agenda No:

Date: 17 September 2010

Purpose of Report:

To report to Members the business and actions of the Human Resources Committee meeting of Friday 23 July 2010.

CONTACT OFFICER

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1. BACKGROUND

As part of the revised Governance arrangements the Authority have delegated key responsibilities for Human Resources (HR) to the Human Resources Committee. As part of those delegated responsibilities the Chair of the Human Resources Committee and the Management lead report to the Authority on its business and actions as agreed at Fire and Rescue Authority meeting 1 June 2007.

2. REPORT

- 2.1 The minutes of the Human Resources Committee held on Friday 23 July 2010 are attached to this report at Appendix A. The following summarises the main points of the papers discussed at the meeting.
- 2.2 The Committee was firstly in receipt of a report which sought the approval from Members of the Learning and Development Strategy 2010-2013, its adoption, and communication to all personnel, in addition to being placed on the Service's intranet and entered into the corporate audit and review cycle. These items were endorsed. It was additionally resolved that Fire Authority Members had responsibility to:
- (a) allocate sufficient budgetary resources to enable the Learning and Development Strategy to be implemented;
 - (b) provide support for the direction of learning and development within the Service;
 - (c) seek reports on the effectiveness of the policy and its contribution to organisational development.
- 2.3 IT infrastructure was the subject of the next report before the Committee and Members were asked to approve the deletion of an IT Development Officer role (Grade 4) and creation of an IT Infrastructure Development Officer (Grade 6) following a review of the requirements of the role. This was endorsed, but it was additionally noted that the additional cost of £5,000 would be met by a transfer from the ICT non-contracted services budget as the new post would reduce the reliance on external contractors.
- 2.4 A further report was considered which updated Members on human resources issues within Nottinghamshire Fire and Rescue Service. The report provided detail around human resources metrics (sickness absence); discipline and grievance; and staffing numbers. The report was endorsed and the progress regarding Human Resources issues was noted.
- 2.5 Consideration was also given to a report regarding the commemoration of 'Workers Memorial Day' on 28 April each year. It was resolved that it be noted that the Chief Fire Officer had discretion to approve the flying of the Union

Flag both at full mast and at half mast on specific dates. Also that the Committee supported the principle of flying the Union Flag at half-mast to commemorate deaths.

- 2.6 For the remaining three items, the Committee was asked to consider exclusion of the public pursuant to Section 100A(4) of the Local Government Act 1972. This was endorsed and the Committee went on to note two reports regarding absence benchmarking and regarding of posts, and also approved the progress on the implementation of the Workforce Plan 2009-11 and the key workforce issues identified.

3. FINANCIAL IMPLICATIONS

All financial implications were considered as part of the original reports submitted to the Human Resources Committee.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

All human resources and learning and development implications were considered as part of the original reports submitted to the Human Resources Committee.

5. EQUALITY IMPACT ASSESSMENT

An initial equality impact assessment has identified no specific aspects relating to a disproportionate effect in respect of the key equality strands.

6. CRIME AND DISORDER IMPLICATIONS

There are no crime and disorder implications arising from this report.

7. LEGAL IMPLICATIONS

There are no legal implications arising from this report.

8. RISK MANAGEMENT IMPLICATIONS

A correctly functioning HR department and policies are key to the delivery of an effective service. Failure to achieve this may result in a poor service and poor results through Comprehensive Performance Assessment and other audit processes.

9. RECOMMENDATIONS

That Members note the contents of this report and the business undertaken by the Human Resources Committee.

10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

Councillor Alex Foster
CHAIR OF HUMAN RESOURCES COMMITTEE

FOR NOTE

APPENDIX A



NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AND RESCUE AUTHORITY

HUMAN RESOURCES COMMITTEE

MINUTES

of meeting held on **23 JULY 2010** at Fire and Rescue Service Headquarters, Bestwood Lodge, from 10.00 am to 11.20 am

Membership

Councillor Foster (Chair)
Councillor Carroll
Councillor Fielding (substitute for Councillor Grocock)
^ Councillor Grocock
Councillor Spencer
Councillor Wheeler

Members absent are marked ^

Councillor Cooper attended the meeting as an observer.

1 APOLOGY FOR ABSENCE

An apology for absence was received from Councillor Grocock (on other Council business).

2 DECLARATIONS OF INTERESTS

No declarations of interests were made.

3 MINUTES

RESOLVED that the minutes of the last meeting held on 23 April 2010, copies of which had been circulated, be confirmed and signed by the Chair.

4 LEARNING AND DEVELOPMENT STRATEGY

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, together with a revised Learning and Development Strategy 2010-2013 which included consideration of the current and future drivers for change.

RESOLVED

- (1) that the Learning and Development Strategy 2010-2013 be approved and adopted and be circulated to all Fire and Rescue Service personnel, placed on the Service's intranet and entered into the corporate audit and review cycle;**
- (2) that it be noted that Combined Fire Authority members had responsibility to:-**
 - (a) allocate sufficient budgetary resources to enable the Learning and Development Strategy to be implemented;**
 - (b) provide support for the direction of learning and development within the Service;**
 - (c) seek reports on the effectiveness of the policy and its contribution to organisational development.**

5 IT INFRASTRUCTURE DEVELOPMENT OFFICER

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated.

RESOLVED

- (1) that approval be given to the deletion of the post of IT Development Officer (Grade 4) and the creation of a new IT Infrastructure Development Officer post (Grade 6);**
- (2) that it be noted that the additional cost of £5,000 would be met by a transfer from the ICT non-contracted services budget as the new post would reduce the reliance on external contractors.**

6 HUMAN RESOURCES UPDATE

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated. The overall improvement in sickness absence figures had continued in quarter 4 both in comparison with the previous quarter (-34.5%) and with the same period of 2009 (-45%). The reduction was particularly evident for the wholtime operational workforce (including control), with the lowest recorded sickness levels since reporting on sickness commenced, at 5.69 days per person during 2009/10. The average absence per person in 2007/08 was 9.17 days.

RESOLVED that the report be endorsed and the progress regarding Human Resources issues be noted.

7 WORKERS MEMORIAL DAY

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, regarding the commemoration of 'Workers Memorial Day' on 28 April each year.

RESOLVED

- (1) that it be noted that the Chief Fire Officer had discretion to approve the flying of the Union Flag both at full mast and at half mast on specific dates;**
- (2) that the Committee supported the principle of flying the Union Flag at half-mast to commemorate deaths.**

8 EXCLUSION OF PUBLIC

RESOLVED that, pursuant to section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the remaining items on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighed the public interest in disclosing the information, as defined in paragraphs 1, 2 and 3 of Schedule 12A to the Local Government Act 1972 (as amended).

9 WORKFORCE PLAN 2009-2011

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, giving an update on the implementation of the Workforce Plan 2008-10 and presenting new workforce information for the period 2009-11.

RESOLVED that progress on the implementation of the Workforce Plan 2009-11 and the key workforce issues identified be approved.

10 ABSENCE BENCHMARKING

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, providing comparative information relating to employee absence within other Fire and Rescue Services and the wider public sector.

RESOLVED that the report be noted.

11 REGRADING OF POSTS

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated.

RESOLVED that the applications considered by, and outcomes of, the Job Evaluation Panel in respect of changes to the permanent non-uniformed establishment during the period April to June 2010 (inclusive) be noted.

FOR NOTE